



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

**No. 41, Dr. Besant Road,
Triplicane, Chennai-600 005**

INSTITUTIONAL POLICY GUIDELINES FOR CONSTITUTION AND FUNCTIONING OF NKT STUDENT UNION



TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee in its Meeting held on 12th May 2022

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Institutional Policy Guidelines for Constitution and Functioning of NKT Student Union

1. Background

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position “Second to None”, and has been upgrading its curricula and pedagogies on par with the global standards.

Student unions are meeting spaces that help students to identify more with their peers and their Institution, building a strong foundation for networking in the future. Not only do student unions help students feel more at home, they also help them feel more involved. The NKT Student Union is a student-led organization that exists to represent the students in the College. The Union focuses on providing students with facilities, support, and services, and helps students with their social lives by overseeing all the campus clubs and centers, and also by organizing events on campus.

2. Purpose

By blending the social and academic aspects of College life, the NKT Student Union helps students to better identify and realize priorities and discover how they can effectively get involved with their Institution and community.

3. Objectives

The Objectuivess of the NKT Student Union are

- (i) to bring unity among the students and safeguard their rights;
- (ii) to promote discipline, sense of responsibility, integrity and fraternity among the students, nurturing academic, scientific, cultural and social interest;
- (iii) to help and facilitate the education of needy and poor students, specially from the disadvantaged sections of the society;
- (iv) to foster healthy and cordial relationship with the teaching and non-teaching staff members of the College;
- (v) to work in favour of upholding the principles of Democracy, Secularism, Patriotism and National Integrity; and
- (vi) to encourage participation in fight against superstitions, obscurantism, communalism, secessionism and all sorts of social evils.

4. Policy Guidelines for Constitution and Functioning of NKT Student Union

It is commonly understood that College is more than classrooms and textbooks. It's a platform for discovering personal, social and global attributes of oneself and others. Within that context, a strong student union must be more than brick and mortar. It must be the heart of campus life with its pulse as the pulse of the campus.

4.1 Constitution of NKT Student Union

The NKT Student Union will be constituted with the following Seventeen Posts:

1. President
2. Vice-President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Sports Secretary
7. Assistant Sports Secretary
8. Cultural Secretary
9. Assistant Cultural Secretary
10. Law & Order Secretary
11. Assistant Law & Order Secretary
12. Discipline & Cleanliness Secretary
13. Assistant Discipline & Cleanliness Secretary
14. Campus Maintenance Secretary
15. Assistant Campus Maintenance Secretary
16. Library Secretary and
17. Assistant Library Secretary

4.2 Functions of the NKT Student Union

The students' Union shall specifically be engaged in the following activity areas:

- (i) to organize Quizzes, Debates, Symposia, Science Fairs and Academic Lectures by eminent teachers/ experts in the respective fields;
- (ii) to organize recitation, musical and cultural programmes of moral standing;

(iii) to publish the College magazine and Wall Magazines containing articles contributed mostly by the existing students. Some intuitive articles from eminent personalities may also be published with permission of the Principal;

(iv) to organize common room activities , indoor and outdoor games in the College;

(f) to organize Annual Sports and other games and sports activities throughout the year;
and

(v) to work for the distressed persons during natural calamities

4.3 Meeting of the NKT Student Union

(i) The NKT Student Union comprising all the elected members shall be the highest body and will take all policy decisions regarding smooth functioning of the Union. The Union's first meeting will convened and presided over by the President, normally within 10 days of the election and by inviting the Principal.

(ii) At least one meeting shall be held in every 3 months for the Union. Minutes of such meetings shall be recorded and signed by the President and the Secretary of the NKT Student Union.

(iii) Any proposal other than budget and financial matters may be placed by any member of the Union for consideration in the meeting.

(iv) A member must give 72 hours clear notice to the Secretary so that the proposal may be put up in the Agenda Paper. In emergency circumstances, a proposal may also be placed before the Union even if that is not included in the Agenda Paper, with due consent of the President.

(v) The Union shall decide any matter by vote (by simple majority) whenever differences would arise. All the members must abide by the decision of the Union.

(vi) An emergency meeting may be called by the President on 24 hours' notice, if she considers that emergency circumstances have arisen.

(vii) A requisition meeting of the Union may be called by the President within a week on receipt of a petition signed by at least fifty per cent of the total elected members of the Union.

(viii) All resolutions of the Union shall be considered as adopted, if majority of the members present in the meeting vote for them and are duly signed by the President declaring them as passed.

(ix) The quorum to hold a meeting should be 1/3 rd

4.4 NKT Student Union Monitoring Body

The NKT Student Union Monitoring Body shall comprise of the Principal, the Dean of Academics, two Faculty members and two Non-Teaching Staff nominated by the Principal. The members of the Monitoring Body may take part in deliberations of the meetings but shall have no right to vote. The Monitoring Body shall take up additional responsibility as NKT College Election Commission during Election Procedures.

4.5 NKT College Election Commission

(i) The Principal will be the Chairman of the Election Commission and shall announce through Notification the name of the Returning Officer and the date of election at least 14 (fourteen) working days prior to the date of election. At times of emergency, the NKT College Election Commission shall decide on the number of posts to be elected for that particular election.

(ii) The Commission shall fix up dates and time-table for election of the Union and shall be responsible for proper conduct of the election and resolve dispute, if any, regarding holding of election by appropriate action as it may deem fit and proper.

(iii) The Election Commission at any point of time considering the emergency can alter the programme and should be duly notified by the Returning Officer. The detailed procedure of Election, Polling and Counting shall be determined by the Election Commission, which shall be duly notified beforehand by the Returning Officer.

(iv) The Election Commission shall dispose of all matters relating to any objection raised or clarification sought for by any student in regard to election matters;

(v) A draft list of valid candidates after scrutiny, signed by the Returning Officer, with details of the name, roll number and the pedagogy subject of the candidates shall be displayed in the College Notice Board and in the College website.

(vi) The final list of valid candidates signed by the Chairman and the Returning Officer with details of the name, roll number and the pedagogy subject of the candidate shall be displayed in the College Notice Board and in the College website after the last date of withdrawal of candidature.

(vii) After scrutiny, if there is only one valid nomination for a particular post, the candidate shall be declared elected as uncontested by the Election Commission. Such elected candidates shall enjoy, without any prejudice, full right and privileges of a duly elected representative.

4.6 Election Procedure

The NKT Student Union election shall be held in accordance with simple majority voting system and through secret ballot. The Returning Officer shall appoint Presiding Officer(s) and other Polling Officers to assist the Presiding Officer in conducting the polls, from amongst the Teaching and Non-teaching staff of the College.

The College strictly abides by the recommendations of the Internal Quality Assurance Cell approved by the College Committee for the election of NKT Student Union Body. The important recommendations are highlighted below:

(i) Disassociation of Student Election and Student Representation from political parties.

(ii) During the period of the election, no person, who is not a student on the roll of the College shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

Eligibility Criteria

(iii) The candidate must in no event have any academic arrears in the year of contesting the election.

(iv) The candidate must have minimum percentage of attendance as prescribed by the College.

(v) The candidate must not have a previous criminal record, that is must not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate must also not have been subject to any disciplinary action by any University/ College authorities.

Code of Conduct for Candidates

(vi) No candidate must indulge in, nor abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.

(vii) There must be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus must not be used for election propaganda.

(viii) No candidate must indulge in, nor abet, any activity, which may create mutual hatred between different groups of students. Criticism based on false allegations or distortion of facts shall be avoided.

(ix) All candidates must be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

(x) No candidate must be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing.

(xi) Candidates may only utilize hand-made posters at certain places in the campus, which must be notified in advance to the College Election Commission.

(xii) During the election period, the candidates may hold processions and/or meetings, provided that such processions and/or meetings do not, in any manner, disturb the classes and other academic and co curricular activities of the College. Further, such procession/ meetings may not be held without the prior written permission of the College Election Commission.

(xiii) The use of loudspeakers, vehicles and animals for the purpose of canvassing must be prohibited.

(xiv) In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian penal Code, 1860 (Section 153A and Chapter IXA-“Offences Relating to Election”), may also be made applicable to student elections.

Maintaining Law and Order on the Campus during the Election process

(xv) Any instance of acute lawlessness or the commission of a criminal offence must be reported to the College Election Commission as soon as possible but not later than 12 hours after the alleged commission of the offence.

Polling Procedure

(xvi) Excepting the voters, no one without a valid pass /letter of authority from the Election Commission shall enter the polling premises on the date of election.

(xvii) Vote will be cast according to the Announced Posts.

(xviii) The ballot paper must be marked by cross (X) sign by using ball pen (blue / black colour ink) for casting vote.

(xix) The identification proof for the student voters should be the College ID Card.

Counting of Votes

(xx) Counting of vote shall ordinarily be held in presence of the contesting candidates and student representatives.

(xxi) The Counting Officer/ Presiding Officer/ Polling Officer shall start counting with permission from the Returning Officer in presence of the contesting candidates and student representatives.

(xxii) The appeal for recounting should be made to the NKT College Election Commission in writing and the decision of the Election Commission in this regard shall be final and binding upon all. In case of tie between two or more candidates, the decision shall be by drawing of lots by the Returning Officer before the candidates and members of the NKT Election Commission.

(xxiii) In case of any dispute while conducting the poll and counting of votes, the decision given by the Returning Officer shall be final and binding.

(xxiv) A valid vote in ballot paper must bear clear intention of voting in favour of a candidate; any ambiguity shall make the ballot invalid.

(xxv) After receiving the results from the Presiding/ Counting Officers, the Returning Officer shall notify the names of the candidates, who will be declared elected to the Chairman. The Principal of the College will announce the results and will issue a Certificate to the winning candidate immediately, followed by the Student Union Induction Programme either on the same date or on a date finalized by the NKT Election Commission with the consent of the College Secretary.

5. Responsibilities of the Institution

The Institutional Policy Guidelines for Constitution and Functioning of NKT Student Union shall be prepared/ reviewed by the Internal Quality Assurance Cell of the College.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the constitution and functioning practices of NKT Student Union and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President